School Improvement Grant

Michigan Electronic Grant System *Plus* (MEGS+)

User Guide to Submitting a SIG APPLICATION

School Improvement Support Unit
Office of Education Improvement and Innovation

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MICHIGAN Department of
Education

Users' Guide for Submitting a
School Improvement Grant (SIG) Application

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School Improvement Grant Application can be downloaded at www.michigan.gov/sig

MEGS+ System Requirements

Internet Access
Web Browser
  - Internet Explorer 8 (preferred)
  - Firefox 2.0+
  - Safari 3.0+
Adobe Acrobat Reader 4.0+

To login to the MEG+ system go to
https://mdoe.state.mi.us/megsplus

Use the **Login** and **Password** obtained from the MEIS registration process to login. Please note, MEIS password is case sensitive.
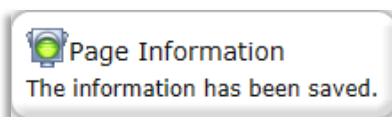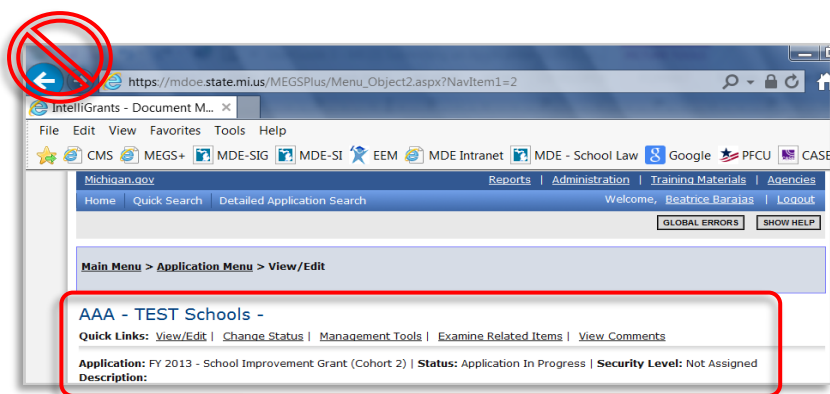
You CANNOT log in to MEGS+ until your MEIS Account is established and activated. Your Authorized Official must then give you access to the application within MEGS+. If you receive an error message that you have a valid MEIS account but are not authorized in MEGS+, contact your Authorized Official.

TIP: Avoid the **Back** and **Forward** buttons in order to always see the latest information.
- It is highly recommended that users use the navigation provided within the application.
- By using the browser's **Back** button, the user is not getting the latest information from the website, but rather an "older" saved version of the screen.
- The browser's **Back** button will simply load the cached (or saved) version of the screen that exists on the local hard drive as it was the last time the screen was accessed.
- The **Quick Links** are recommended to navigate within MEGS+ .

TIP: When saving information, _always_ wait for the icon indicating that the information has been saved before proceeding to the next task.
A screen typically take several minutes to Save.

All items with an asterisk (∗) are _required_ fields.

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Welcome Screen Overview

The **Welcome** screen should recognize you and welcome you by name.

- Note there are **Instructions** at the top.

- **View Available Applications/Tasks** is where new applications and tasks are listed which you are eligible to apply.

- **My Inbox** will show messages; for example, "Your funds are available" or "Modifications to your application requested by MDE consultant."

- **My Application/Tasks** section will take you directly to an application needing LEA action.

Application Initiation

Only a Level 5 MEGS+ user may initiate an application.

To initiate the application, click **View Available Applications/Tasks**.

This will take you to the **Available Applications/Tasks** screen.

On the **Available Applications/Tasks** screen, you may need to scroll down if you have more than one application available.

Click the **Initiate** button for the **School Improvement Grant** application.

At the **Application Agreement** screen, click **I Agree**. This will bring up the MEGS+ **Application Menu**.

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Application Menu Overview

This is the **Application Menu** screen, there are three main sections:

- **View/Edit**—this is where the majority of the application and grant award process occurs.

- **Change Status**—this is where you must change the status of your application each time modifications are required and then again when you submit your modifications.

- **View Management Tools**—this is where you will maintain users and contact information for this application/grant.

The **Quick Links** bar at the top of the screen corresponds to the three main sections. This user guide will be using the **Quick Links** to navigate in MEGS+.

Assigning Users to the SIG Application

From the **Quick Links** bar click the **Management Tools** and then click **Add/Edit People**.

At the **Add/Edit People** screen enter the name or partial name of the contact person and click **Search**.

The search will retrieve all users with that name that are in MEGS+. Verify that the person you are adding is within your respective agency.

From the dropdown menus, select the appropriate **Security Level** and the **Grant Contact Type** for the user.

Enter the begin date in the first field of **Active Dates** and then click **Save**. The second field of **Active Dates** schedules the termination of the user's access to the SIG application.

NOTE: If the person you are adding is not in MEGS+ and has an active MEIS account, please refer to SIG/MEGS+ User Guide "Adding/ Removing Users" located on our website www.michigan.gov/sig and click the SIG Cohort you are applying .

Click **View/Edit** to proceed with the application process.

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Forms Screen Overview

The **Forms** screen is where each section of the application information are accessible/stored/uploaded.

We recommend completing each item in the following order:

1. Cover Page

2. LEA—Application

3. Building—Application

4. Building Data Collection

Click **Cover Page** to verify the agency and contact information.

Verifying Cover Page Information

At the **Cover Page** screen there are two sections which need verification.

The **AGENCY INFORMATION** section is automatically populated by the Educational Entity Master (EEM). To correct any discrepancies, contact your district authorized user for the EEM.

The **CONTACT PERSON** section is populated by the information you previously entered at the **Add/Edit People** screen.

- If your email is incorrect you must login to your MEIS account to make corrections as necessary.

- If your agency information is incorrect please contact your district authorized user for the EEM.

Click **View/Edit** to return to the **Forms** screen.

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LEA Information

LEA - Application

Building Information

Building - Application

Baseline Data Collection

Located in the **LEA Information** section of the **Forms** screen, click the **LEA— Application** link to open the application screen.

LEA - APPLICATION

Instructions:
1) Type in a descriptive title for the document that will be uploaded.
2) Click the **Browse** button and search for your document on your computer.
3) Once selected, the path to your file will appear on the Document Source field.
4) Click the **Save** button.
5) To upload another document, click the **Add** button.

**NOTE:** When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the word characters, e.g. "/", in the document name. Attachments must be in **Word, PDF, JPG, XLS** or **GIF** format. does not have to be the same as the file name, and it can include spaces.

* Title: LEA Application - Battle Creek Public Schools

Document Source: C:\Users\barajasb1\Desktop\SIG Stuff\SIGEvaluations.xls   Browse...

At the **LEA Application** screen follow the instructions listed to upload your LEA application.

IMPORTANT: Only **one** document can be stored on this screen, if you upload another document it overwrites the existing document.

In the **Title** field, enter the uploaded document as **LEA Application — [Enter your districts' name here]**.

Naming convention example(s):
LEA Application—ABC School District

Click **SAVE** at the top of the screen.

Click **View/Edit** to return to the main **Forms** screen.

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LEA Information
- LEA - Application

Building Information
- Building - Application ←
- Baseline Data Collection

Located in the **Building Information** section of the **Forms** screen, click the **Building—Application** link.

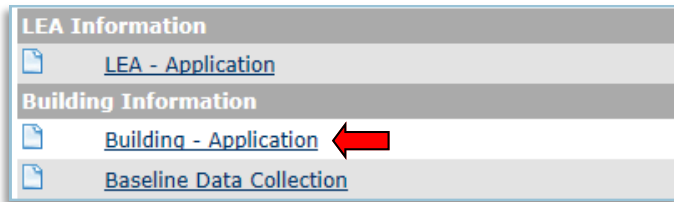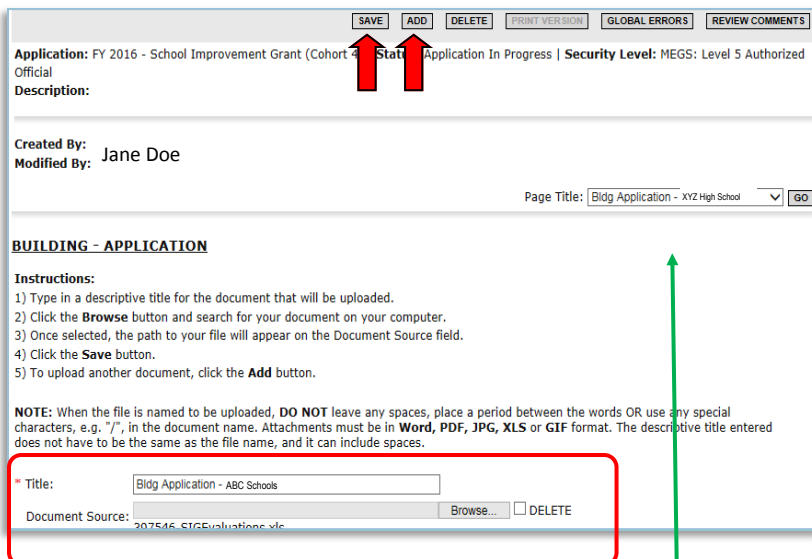| SAVE | ADD | DELETE | PRINT VERSION | GLOBAL ERRORS | REVIEW COMMENTS |

Application: FY 2016 - School Improvement Grant (Cohort 4) **Status:** Application In Progress | **Security Level:** MEGS: Level 5 Authorized Official
Description:

Created By:
Modified By: Jane Doe

Page Title: Bldg Application - XYZ High School [GO]

BUILDING - APPLICATION

Instructions:
1) Type in a descriptive title for the document that will be uploaded.
2) Click the **Browse** button and search for your document on your computer.
3) Once selected, the path to your file will appear on the Document Source field.
4) Click the **Save** button.
5) To upload another document, click the **Add** button.

NOTE: When the file is named to be uploaded, **DO NOT** leave any spaces, place a period between the words OR use any special characters, e.g. "/", in the document name. Attachments must be in **Word, PDF, JPG, XLS or GIF** format. The descriptive title entered does not have to be the same as the file name, and it can include spaces.

* Title: Bldg Application - ABC Schools

Document Source: 307546_SIGEvaluations.xls [Browse...] ☐ DELETE

At the **Building—Application** screen follow the instructions listed to upload each building application.

⚠️ **IMPORTANT**: The building application and attachments (excluding the Baseline Data Collection) must be converted into one document (PDF or Word) per building.

In the **Title** field, enter the uploaded document(s) as **Bldg Application— [Enter your building name here]**.

Naming convention example(s):
Bldg Application—ABC Middle School
Bldg Application—XYZ High School

Click **SAVE** at the top of the screen.

Additional Building Applications

If additional buildings are to be uploaded, click the **ADD** button at the top of the screen and repeat the steps for uploading building applications.

- After the second upload, a **Page Title** field will appear on the screen indicating the documents which have been added.

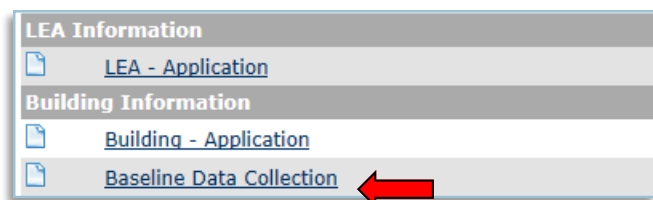Remember to use the naming convention and to **SAVE** after each upload.

One upload per building is allowed.

Upon completing all building application uploads, click **View/Edit** to return to the main **Forms** screen.

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Located in the **Building Information** section of the **Forms** screen, click the **Baseline Data Collection** link.

At the **Baseline Data Collection** screen, follow the instructions listed to upload each data collection spreadsheet.

> ⚠ **IMPORTANT: The Baseline Data Collection document should be uploaded as an <u>EXCEL</u> file.**

In the **Title** field, enter the uploaded document as **Data Collection—[Enter your building name here].**

Naming convention example(s):
Data Collection—ABC Middle School
Data Collection—XYZ High School

Additional Data Collection

If additional data collections are to be uploaded, click the **ADD** button at the top of the screen and repeat the steps for uploading baseline data collection.

One Baseline Data Collection must be uploaded for each building submitting an application.

- After the second upload, a **Page Title** field will appear on the screen indicating the documents which have been added.

Remember to use the same naming convention and to **Save** after each upload.

Upon completing all building data collection uploads, click **View/Edit** to return to the main **Forms** screen.

Submitting a SIG Application
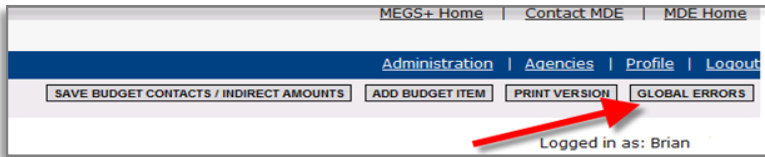
After you have entered all of the required information and uploaded documents, you will need to verify no errors are found. Click the **Global Errors** button at the top of the screen.

NOTE: The **Global Errors** button can be found on most screens throughout MEGS+.

On the **Global Error** page, links are provided to the relevant application pages that have errors.

Click on the **Error** link to open and edit the page as necessary.

Once you have made the necessary edits, you will need to click the **Global Error** button again to verify no errors are found.

After you have determined that no errors in your application have been found, click **Change Status** from the **Quick Links** bar.

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Possible Statuses

→ **Submit Application** ⬅

→ **Cancel Application**

At the **Change Status** screen click **Submit Application**.

NOTE: MEGS+ will check for incomplete information and/or errors before allowing you to submit the application.

🛑 - Please specify one Main Contact.
Add/Edit People

🛑 - Please review Cover Page.
Cover Page

🛑 Errors

- If you receive an error, you will see an octagon with the hand in it. This indicates to stop and correct errors within the application.
- Select the provided link and make the requested changes by following the directions listed on that page.
- Once changes have been made, attempt to submit the application again.

🚦 No Errors

- If the application had no errors or missing information, you will be directed to the **Agreement** screen.

Agreement
Please make a selection below to continue.

Assurances are available from the View/Edit Forms menu when applicable.

Are you sure you want to submit this application?
If you would like to include notes about this status change, please supply them below.

⬇

0 of 2000

[I AGREE] [I DO NOT AGREE]

The **Agreement** screen will present conditions to which you must agree upon when submitting the application:

- After reading the conditions, you may enter notes in the field provided.
- Click the **I Agree** button to continue.
- MEGS+ will notify the Level 5 users and the application designated main contacts by email that the application has been received.

Program Name	Agency	Application Security Level	Current Status	Date Due
Consolidated Application - 2012	Webberville Community Schools	MEGS: Level 5 Authorized Official	Application Submitted	7/15/2011 11:59:59 PM

You will receive an email notification that your application has been submitted.

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Application: FY 2016 - School Improvement Grant (Cohort 4) | **Status:** Grant Funds Available Official
Description: Grant Awarded

The menu below contains links to the tools that can be used to manage this document. See the

Management Tools

🖨 **CREATE FULL PRINT VERSION**
Select the link above to create a printable version of the document.

🖨 **VIEW AWARD PACKET**
Select the link above to view the Award Packet.

👤 **ADD/EDIT PEOPLE** ←
Select the link above to perform actions such as adding people, changing a security role, or alter

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Quick Links: View/Edit | Change Status | Management Tools | Examine Related Items | View Comments
Application: FY 2016 - School Improvement Grant (Cohort 4) | **Status:** Grant Funds Available | **Security Level:** MEGS: Level 5 Authorized
Official
Description: Grant Awarded

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results.
Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people.
After you perform your modifications, remember to select the **SAVE** button to save your changes.

Person Search

Enter a name or partial name: griffey [SEARCH] ←

People Found

	Person	Agency	Role		Grant Contact Type	Active Dates	Last Modified	Last Modified Date
☐	Jane Doe	Battle Creek Public Schools	MEGS: Level 4 Application Administrator ▾		▾	4/6/2015 -		

Removing Users from a SIG Application

From the **Quick Links** bar click the **Management Tools** and then click **Add/Edit People**.

At the **Add/Edit People** screen enter the name or partial name of the contact person and click **Search**.

The search will retrieve all users with that name that are in MEGS+.

Enter an end date in the **Active Dates** field to assign the last date the user is allowed to access the application and click **Save**.

If the user needs to be removed from MEGS+, refer to the **User Guide—Modifying MEGS+ Users** located on the SIG website at www.michigan.gov/sig.

Contact Information

School Improvement Grant (SIG)
Office of Education Improvement and Innovation
(517) 373-4872 or email MDE-SIG@michigan.gov

MDE Grants and MEGS+
Office of Grand Coordination and School Support Office
(517) 373-1806 or email MEGS@Michigan.gov

Education Entity Master (EEM)
Center for Educational Performance and Information
517-335-0505 x3 or email cepi@michigan.gov

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